



## SkillsFirst 101

SkillsFirst is a free resource for Bethel University students and alumni that offers a complete set of career preparation tools to help you navigate the hiring funnel and land a job. SkillsFirst assists you in creating modern, keyword-optimized resumes and cover letters tailored for specific job descriptions.

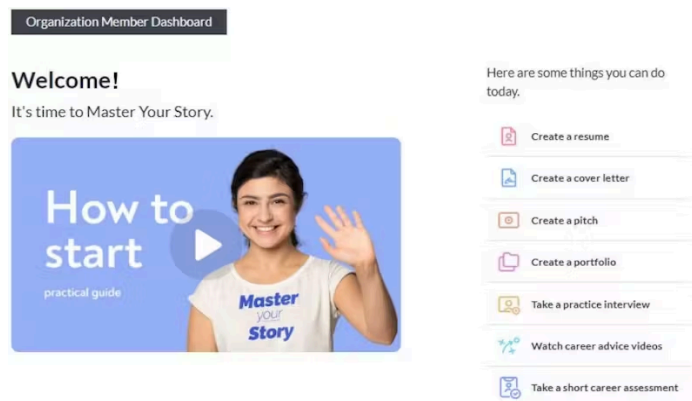
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### How do I use SkillsFirst?

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#### Getting Started with SkillsFirst

- Go to <https://skillsfirst.com/organizations/bethel>
- Click “Students click here to join or log in” to create an account or log in via single sign-on.
- You will need a valid bethel.edu email address to join.
- Alumni, please email [career-development@bethel.edu](mailto:career-development@bethel.edu) for instructions.
- Watch the “How to Start” video (on your profile dashboard).



#### Helpful Video Sections

- Introduction & Basic Navigation
- Resumes: Create, Upload, or Start from Scratch (1:17)
- Cover Letters: Create, Upload, or Start from Scratch (6:18)
- Create a Pitch (11:37)
- Create a Portfolio (13:45)
- Take a Practice Interview (16:30)
- Watch Career Advice Videos (19:25)
- Take a Short Career Assessment (20:00)

#### Want to take a Career Assessment?

Click “Take a short career assessment” on your profile dashboard to take the O\*Net Interest Profiler assessment. This assessment provides your RIASEC score, giving personalized career suggestions and informed career planning.

